

Your Resume is EVERYTHING Under Direct Hire Authority

WARNING: *Under Direct Hire Authority (DHA), your resume is all that will be used to determine if you are qualified and should be interviewed for vacancies.*

IF YOU ARE APPLYING AS A GRADUATE OF A TECHNICAL TRAINING PROGRAM:

1. In order to be considered for WG-7 or WG-8 performance levels in an occupation, **JUST STATING THAT YOU GRADUATED FROM A TECHNICAL TRAINING PROGRAM WILL NOT BE ENOUGH!!!**
2. WG-7 and WG-8 are mid-level jobs which require the ability to do the less difficult of the common tasks in the occupation under close supervision.
 - **BEFORE BEING SELECTED YOU MUST ALREADY POSSESS** the level of knowledge, skills and abilities (Job Elements) needed to do the work at the WG-7 or WG-8 level.
 - This means that you need to already have some **SPECIALIZED EXPERIENCE RELATED TO THE JOB(S) YOU ARE APPLYING FOR.**
3. **YOU WILL NOT QUALIFY AT THE WG-7 OR WG-8 PERFORMANCE LEVEL UNLESS YOUR RESUME PROVIDES DESCRIPTIONS OF:**
 - Specific courses that you took (a transcript is a good way to provide this list);
 - The most complicated tasks you performed during hands-on course projects;
 - The tools, instruments, equipment, machinery, materials, etc., that you used;
 - The techniques you used to perform the most complicated tasks; and
 - How you used technical drawings, blueprints, technical instructions in your work.

IF YOU ARE APPLYING BASED ON YOUR EXPERIENCE:

1. **If you put a job title on your resume (for example, “Electrician”) but you do not describe in detail:**
 - The most complicated duties you performed in that role;
 - The tools, instruments, equipment, machinery, materials, etc., that you used;
 - The techniques you used to perform the most complicated duties; or
 - How you used technical drawings, blueprints, technical instructions in your work;

THEN YOU WILL NOT GET FULL CREDIT FOR THAT EXPERIENCE, AND IT MAY RESULT IN YOUR BEING RATED UNQUALIFIED.

2. **All experience is valuable whether paid or unpaid (volunteer activities, hobbies).**
 - Your resume is evaluated as a whole and any and all experience listed that is related to, or qualifying for, the position being filled is considered.

EVALUATORS ARE NOT PERMITTED TO ASSUME ANYTHING.

1. **There must be proof on your resume that you have actually performed work that is related** to the occupation(s) for which you want to be considered.
2. **Your resume is the official document that is used to decide if you are qualified, or not qualified, at each pay grade level in the occupation(s) you are applying for.**
 - **Your resume is more important than an interview** because it is all that may be used to determine your qualifications so that you can be invited to an interview.

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- **If you have military experience** that is related to the occupation(s) for which you are applying, you need to provide just as much detailed information on your resume as those with non-military experience must do - **NOTHING CAN BE ASSUMED!!!**

REMINDER: Normal rules for veterans' preference do not apply under DHA.

- If you are someone who is eligible for mandatory consideration/placement under Delegated Examining Hiring Authority (USAJOBS vacancy announcements) keep in mind that **under DHA your competitiveness with other candidates is based solely on what you include in your resume, which (if you meet qualifications) is later verified during an interview.**

RESUME REQUIREMENTS:

1. **Include your email address and phone number on your resume!!!**
2. **Resumes may be in any format, but each block of work experience must include:**
 - Employer (company) name, and the location(s) where you worked;
 - Job title and salary;
 - Start and end dates (including the month and year);
 - Average number of hours you worked per week; and
 - Supervisors' name, phone number, and a "may we contact" statement;

CREDIBILITY OF YOUR RESUME:

3. **Work experience descriptions that are largely copied** from announcements, position descriptions, job grading standards, etc., are not true reflections of an applicant's work experience and **may not be used to determine qualifications.**
 - **Example of Non-credible Description:** Removes, installs, inspects, repairs, and modifies engines, engine modules and components, and propellers and propeller components. Disassembles and assembles engines and propellers adhering to prescribed procedures. Tests components using bench mockups and test equipment. Installs and removes engines on test stands. Inspects and maintains engine ground support equipment. Operates and performs operator inspections on related support equipment.
 - **Example of Credible Description:** I disassemble and assemble engines and propellers adhering to prescribed procedures. I prepare engines and propellers for installation, storage, or transportation. I test components using bench mockups and test equipment. I install and remove engines on test stands and inspect and maintain engine ground support equipment. I operate and perform operator inspections on related support equipment.
4. **A resume that you did not write yourself is less credible**, and will be subject to more scrutiny, than one that is in your own words.
 - **You will not be evaluated on how nice your resume looks, or how well it is written.**
 - All that matters is including enough information about your experience for evaluators to determine whether or not you are qualified in the occupation(s) for which you have applied.

**DUE TO THE HUNDREDS OF RESUMES BEING SUBMITTED,
AND IN ORDER TO AVOID ANY POTENTIAL APPEARANCE OF FAVORITISM:**

**THE RECRUITMENT TEAM CANNOT CRITIQUE YOUR RESUME,
PROVIDE INDIVIDUAL ADVICE BASED ON YOUR SPECIFIC SITUATION,
OR ANALYZE WHAT OCCUPATIONS YOU MIGHT QUALIFY FOR.**